

I. **Call to Order: 9:29 a.m. Chairman Cadman**

A. **Roll Call**

Present: Jack Arrowsmith, Bob Feingold, Kent Glassman, Bill Hobbs, Roxy Huber, Greg Jenik, Mike Locatis, Don Mares, Senator May, Rico Munn

Excused: Evan Dreyer, Gerald Marroney

Quorum established

B. **Approval of October 4, 2007 Meeting Minutes**

MOTION: To approve the October 4, 2007 Meeting Minutes.

1st – Jack Arrowsmith

2nd – Roxy Huber

Approved unanimously

ACTION ITEM: Send out minutes one week in advance to SIPA Board Meetings. (K.Gappinger)

II. **Committee Reports**

A. **Business Committee – Kent Glassman**

Business Portal Feasibility Study

Kent Glassman stated that Gregg Rippy, Jill Weisbrod, Dan Morrison, and himself met on Monday (10/29/07). Close to 80% of the report from North Highland is complete. He asked that the Board look at the gap analysis. North Highland spoke to outside business constituents on what their problems are. There are small business development centers that North Highland surveyed for their input. They reported back and gave surprising feedback, not as helpful to the Business Portal, but could be beneficial to the state. They will have another meeting next Monday (11/5/07) with OIT.

2008 Business Plan

Kent Glassman stated he met with Ron Huston to discuss EA in preparation for the Business Plan, which Mike Locatis will talk about more today. Kent said that the Business Plans from the last two years were very different from each other and he did not like the plan for 2007. He said that he has asked the SIPA staff to put together a form for the 2008 Business Plan, rather than he do it. The plan will be ready in January.

Gregg Rippy stated that he was at the CR-100 facilitating meeting led by Jill Weisbrod. He thanked Don Mares and Roxy Huber for sending their staff to participate. He said that if they did nothing else but had this meeting, it would be worth it and it was great to have the cross-agency interaction. As they got these agencies together, they talked about the same project and yet it was a very different process in each agency. These agencies have not been talking to each other. He said that about 10 other opportunities for possible future Portal applications came out of this meeting.

Gregg Rippy reported that the Business Portal Feasibility Study is on schedule and they will give the report at the January Board Meeting. They will have a meeting with OIT to see how it fits with everything that Mike Locatis is planning. As Kent Glassman stated, they got some information from the business community and as a whole they concluded that it is a very valuable project.

Discussion:

Rico Munn said that his agency used to do exactly what this project is proposing to do but in the physical sense. He believes that the people who ran it are still around and there would probably be some value in talking to them.

Gregg Rippy said that would be great if he could identify them. DORA is beginning to have a much bigger functional role than what they originally thought.

RFP's – Working with SIPA

Senator May said that before SIPA was approved, he ran 3 different bills and Governor Owens formed an Internet Portal Committee. At that time there were some people against SIPA and some were the CIOs in DORA and SOS. He is concerned that right now agencies are outsourcing and putting out RFP's when they should be looking to SIPA for these projects and work. He asked Gregg Rippy if they look at these RFP's.

Gregg Rippy said that they do track RFP's that go out in agencies, Higher Ed, Counties, etc. Bob Feingold just sent Gregg Rippy one the other day. Some of the time, the RFP's are seen as off the shelf and that does not fit what the portal does. SIPA will continue to look at them. They want to continue to improve the relationship they have with state agencies and hope that they will come to them first for help.

Richard Westfall stated that it does not make sense to break outside of the model that SIPA has right now. There is an EGE model, and they should continue to do work via Task Orders, Work Orders, etc. When they break out of that and act as a private enterprise too many issues can become a problem.

Gregg Rippy agreed that they should follow the current model.

NIC Partner Conference

Senator May said that some of the Board Members just got back the NIC partner conference and had some great briefings. One of his concerns, as being on ALEC, is that there are too many problems with silos. They can see if one of these problems has been solved in another NIC state without a charge being involved. If they don't do that correlation, he doesn't know if it will be done. He would like to help the EDs instead of buying something new and spending more state dollars.

Mike Locatis said that during the NIC Partner Conference, it was great to reach out to Dan Morrison's counter parts. It was mentioned that DORA is getting a new licensing software, and that doesn't mean that they can't co-exist with that. NIC has developed software that can integrate with that. In the Business Process of Denver 311, they made an investment and went across the county and simplified constituent services. Once they got into it, like the Business Portal, it continues to be something. It improved the workflow within the county and it is important that it could and can be done forever. Business process folks could change this for years, but it is an enormous payback.

Gregg Rippy said that this is what he would like to talk about this afternoon during that retreat. At the conference, Jim Hollingsworth, did a presentation on "where the web is going and what constituents are expecting." There was also some discussion about crossing boundaries, such as Colorado working with Kansas. Jim and Gregg are working on that.

Legislative Knowledge – Roundtable Discussion

Senator May said that he learned a lot at the conference and especially at the roundtable interview. There were several counties, cities, AT&T, etc. He suggested that SIPA host a similar meeting in Colorado because a lot was brought out of that meeting. The legislature is in bad shape, and SIPA could help with that and get more knowledge out there on the marketing perspective.

Gregg Rippy stated that SIPA has an EGE with Legislative Council now, and they can start with them. At this point they do not know the requirements for their website. They need to do more research for a more searchable library.

Mike Locatis said that the roundtable discussion would be a great way to network. They already know all of those people in Colorado and can allow them to focus in.

Jack Arrowsmith asked how they would get the legislators to the discussion.

Senator May said that they could have it at the end of the session, but not just once.

B. Finance Committee, Gregg Rippy

Gregg Rippy referred the profit & loss and balance statement provided to the Board. There is a net income of \$27,263.96 and year to date of \$147,565.81. He will discuss later during the retreat what he would suggest for the use of additional funds and he would like the Board's suggestions as well.

Discussion:

Kent Glassman said that the total assets look like they come down each month and if the revenue and expenses go down, he asked if that number should be higher rather than lower.

Gregg Rippy gave a very detailed explanation to the P&L and Balance sheet as to why the numbers are what they are.

III. New Business

A. Executive's Directors Update, Gregg Rippy

Gregg Rippy reported again that SIPA has an EGE with Legislative Council after a very successful meeting with Kirk Mlinek. They are also having discussion with Department of Natural Resources. DNR's new CIO, Leah Lewis, had a meeting with Gregg and Dan Morrison. Leah promises to never blind side them again and bring 45 people. She sees many opportunities with SIPA and Colorado.gov for the future. He said this is great, since this relationship has not been there in the past.

B. Colorado Interactive GM Report - Dan Morrison, CI General Manager

Tax Pay Colorado – Phase 1

Dan Morrison reported that the new tax payment portal launched today. This is an enhancement from last year and works in conjunction with DOR's existing income tax filing system. Sales tax will be the last one to add to the list because it is so complex, but there are a lot of opportunities. DOR has done a great job with this application.

NIC Partner Conference

Dan Morrison said that the conference was great from his perspective. He thanked Mike Locatis for serving on the panel and said that he did a wonderful job.

Financials

Dan Morrison reported that CI continues to be very stable, balanced, and continue to have a strong growth. Expenses are very stable as well. He referred the Board to the financial handout.

Incident Report

Dan Morrison said that some of the Board Members might have noticed that Colorado.gov was down and they might have been aware of this incident since it was covered in the local media. He said that they had a Security Administrator that was very new, while a key developer was on vacation.

The new employee was applying an upgrade to a testing site, and instead of applying it to the test phase, he was applying it to "Live" mode. He typed in "It Works" for the whole world to see, and within a minute it was caught and was in the process to be taken care of.

The lesson was learned, and now CI has the "buddy system" where two staff members will look over something before any changes are made, and they will also post only standard error messages, instead of "It Works". Dan Morrison said that it was not a security breach; it was a simple human error.

Discussion:

Rico Munn said that he saw it posted on the Denver Post building.

Gregg Rippy said that the fact that a 20-minute down fall was news worthy means that people are going to the site.

Senator May said that this is similar, but not nearly as bad as a glitch that happened in California.

Mike Locatis said that in California, it was a Federal problem and they were down for 6-8 hours. Mark Weatherford has reviewed that case. Mike Locatis wanted to commend CI and SIPA for responding to this event in a timely manner. Mark Weatherford is working with CI to make sure that it was not a malicious attack. Even Dreyer was also very pleased with how it was handled.

C. Other Business/Discussion

October Minutes

Cadman wanted to reconsider the approval of the October Minutes to let the Board have more time to read them.

Approval of October 4, 2007 Meeting Minutes

MOTION: To un-approve the October 4, 2007 Meeting Minutes, and vote at next meeting.

1st – Representative Cadman

2nd – Don Mares

Approved unanimously

SIPA Reserve/Business Plan

Senator May said that he cannot stress enough how much he wants to have the number one portal out there and thinks that they have the potential.

Gregg Rippy said that he agrees, but not because they replicate the number one, but because they did something new. He wants to lead, not follow. They need the support of NIC to allow them to do that.

Kent Glassman wanted to thank the Board for allocating the money for some of the Board members to go the conference. He spoke with the Executive Director from Kansas a lot, and about the issues that keep cycling there. In Kansas, they face issues, and he knows now who to call if those same issues come up here.

Greg Jenik asked if SIPA should increase the reserve.

Gregg Rippy said that they are a unique authority and that gives them flexibility compared to other states like Kansas. In Kansas, there was a pot of money that kept growing that the legislator then started to look at. SIPA does not have that issue since they are a stand-alone business, which is the key component.

Kent Glassman said that this will all be said in the Business Plan where SIPA can set goal and targets.

Gregg Rippy stated that it is not his belief to try to run CI's business or write CI's business plan. He lets them do what they are good at and he will be the oversight. He believes that it is his job to make sure that the two business plans are aligned, but he does not take part in the writing process for CI.

Kent Glassman said that he can agree with that.

Chairman Cadman said that he comes to the meetings once a month and sees in the reports that there are new people that CI hires and so on. He believes that CI and SIPA are probably more aligned than what Kent Glassman believes.

Dan Morrison said that not every state has this process. There is a lot of frustration in other portals. Some portals never see those extra dollars. His suggestion to the Board is to figure a way to use the money and to provide grants to counties or other ways that doesn't exactly come back to CI. Something that could help out agencies, counties, etc.

Senator May on Board

Rico Munn asked if Senator May retires will he still be on the Board.

Mike Locatis said that Governor Ritter has the intentions to appoint him as a private sector position.

Rico Munn asked who will take Senator May's place.

Gregg Rippy replied that Chairman Cadman will.

Senator May said that he believes that the Board should vote him on as a non-voting member until he is appointed on as a private sector member, since that make take some time.

Richard Westfall said that makes a lot of sense to him to vote him into that position today.

Approval of Senator May as non-voting Board Member

MOTION: To approve Senator May as a non-voting Board Member

1st – Don Mares

2nd – Mike Locatis

Discussion

Kent Glassman said that if the Board continues to approve members that are term limited or no longer on the Board, it could potentially get very large. This is controlled by the Governor and the Board may want to respect that. He said that he wants to keep Senator May close, but he is just thinking in the long run.

Senator May said that he disagrees about the size. He does not think it makes a big difference whether there are 15 or 30 members; there are still only 13 voting members. It is not a political board, it is technical.

Mike Locatis said that he sees Kent Glassman's point. It is great what SIPA is doing. But this does sort of bypass the Boards and Commissions, when the Board is just an appointee and the Governor did not have any input about Bob Feingold for example.

Gregg Rippy said that it is in statute that the Board may appoint any members as non-voting.

Richard Westfall reminded the Board that they can update the bylaws if they choose to.

Chairman Cadman said that the non-voting appointment is a one-year term. The reason the Board created that was to create some sort of expertise. Hopefully that addresses Kent Glassman's issue.

Rico Munn said that he agrees with Kent Glassman, but he thinks that it will be essential for this motion to go through and that it is not a typical action.

Cadman asked for further questions.

Motion Approved unanimously

IV. Agenda Items for Next Meeting

None specific

Next meeting is scheduled for:

Thursday, January 3rd, 2007

1:30 p.m. – 4:30 p.m.

Secretary of State's Office

1700 Broadway

Blue Spruce Conference Room, 2nd Floor

Denver, CO

V. Adjournment

Transcribed by Kathy Gappinger